2006 Arizona LSTA Grant Application
Project Narrative

Project Narrative: Limit your response to a total of seven double-spaced pages.

1. **Project Summary**
   Briefly describe the project, including the outcomes, activities and targeted audiences. Limit your response to 100 words and not a word more!

2. **Project Description:**
   a. What will you do, and how will you do it? Give specific information about the types of activities, number of programs, or resources you'll make available.
   b. What role will each of the institutional partners play? Include a letter of support from each institutional partner.
   c. How will the general public participate or use this product? Who will participate, and how many people will be directly served in the first year? In subsequent years? How will you publicize or disseminate this activity or product?

3. **Justification:**
   a. What community need or opportunity does your project address? How do you know this is a need? Why is this project the best approach?
   b. What audience are you targeting with this project and why?
   c. How does this project relate to your library's mission or other plans (such as a technology plan)? What steps has your library taken to prepare for this project? If successful, will you continue this project once the grant period has ended? If so, how will you sustain it?

4. **Outcomes /Activities/Evaluation:**
   Your project may have one or more outcomes. For each outcome, provide the following information. If you prefer, you may present this as a chart or matrix. For more information, see the section "Outcomes, Activities and Evaluation" on page 3.
   a. What specific change do you intend to achieve with this project? Either select an outcome from those listed in the grant guidelines, or use them as a model to develop an appropriate outcome. Briefly explain why you have selected this outcome, tying it to the justification you provided.
   b. List at least one product or activity that will help you meet the outcome. Use the guidelines as a model. All products and activities that are a part of your project should be linked to an outcome.
   c. Describe what tool(s) or method(s) you will use to evaluate each product or activity listed. Use the evaluation models from the guidelines, or create your own.

5. **Project Personnel:**
   a. Provide a list of the names of project personnel, the organization they represent and their title, and a description of their duties for this project.
   b. Identify the project director, and explain why he or she is appropriate for this project.
   c. If special skills/expertise are necessary for a participant, briefly list his or her qualifications. Provide a brief resume for any consultant for whom you are requesting LSTA funds.

6. **Timeline/Schedule of Activities:**
   a. What are the major steps you'll take to reach the outcomes you've listed? Provide a timeline that includes planning, implementation and evaluation. Remember, funds are not available before June 5, 2006, and must be spent by August 1, 2007.
   b. Provide specifics about each public program activity, including the date and location.

7. **Budget:**
   a. Complete the budget form for the project described in this application.
   b. On a separate sheet, provide a detailed explanation and justification of the proposed LSTA expenditures. Quotes, estimates, mileage, and other methods of calculating budget items should be detailed. In-kind services or funds are not required, but are encouraged. See the "Allowable and Unallowable Costs" section in the "Grant Administration Requirements" section of this manual (page 13).